

**Nutrition, Evidence Based, Health Promotion  
and Disease Prevention Programs  
Onsite Monitoring & Performance Review Tool**



Iowa Department on Aging  
510 E 12th Street, Ste. 2  
Des Moines, IA 50319  
515.725.3333 | 800.532.3213  
[www.iowaaging.gov](http://www.iowaaging.gov)

<b>Area Agency on Aging:</b>		<b>IDA Monitor:</b>	
<b>AAA Program Staff: (Name &amp; Title)</b>		<b>Review Period:</b>	
<b>Attachment(s):</b>		<b>Date(s) of Onsite:</b>	

**Section I: Requirement Compliance Review**

References Federal, State and/or contractual requirements with which the AAA must be in compliance. Deficiencies noted in this section are findings which will require corrective action.

#	Authority	Review Question	Complaint		Comments (Identify document used to verify compliance)
			Yes	No	
Nutrition Program					
1	OAA – 315(b)(1) Voluntary Contributions	OAA Voluntary contributions shall be allowed and may be solicited for all services for which funds are received under this Act if the method of solicitation is noncoercive. Such contributions shall be encouraged for individuals whose self-declared income is at or above 185 percent of the poverty line, at contribution levels based on the actual cost of services.	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>2</b>	<b>OAA 315(b)(4)(A) IAC 17-6.14(1)(a) Opportunity to Contribute</b>	<p><b>OAA</b> -The AAA shall ensure that each service provider will: Provide each recipient with an opportunity to voluntarily contribute to the cost of the service by displaying a suggested contribution schedule that takes into consideration income ranges of eligible individuals in local communities.</p> <p><b>IAC</b> –Provide each older individual with a voluntary opportunity to contribute to the cost of the service by displaying a suggested contribution schedule that takes in to consideration income ranges of eligible individuals in local communities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3</b>	<b>IAC 17-6.14(1) Best Method to Accept Voluntary Contributions</b>	The AAA shall consult with the relevant service providers and older individuals in the PSA to determine the best method of accepting voluntary contributions.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<b>OAA – 315(b)(4)(B) IAC 17-6.14(1)(b) No Obligation to Contribute</b>	<p><b>OAA</b> - Clearly inform each participant that there is no obligation to contribute and that the contribution is purely voluntary.</p> <p><b>IAC</b> - Clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	<b>OAA – 315(b)(4)(C) IAC 17-6.14(1)(c) Privacy &amp; Confidentiality of Contributions</b>	<p><b>OAA</b> - Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution</p> <p><b>IAC</b> - Protect the privacy and confidentiality of each older individuals with respect to the person's contributions</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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6	<b>OAA – 315(b)(4)(D)</b> <b>IAC 17-6.14(1)(d)</b> Safeguard Contributions	OAA - Establish appropriate procedures to safeguard and account for all contributions. IAC - Utilize appropriate procedures to safeguard and account for all contributions against loss, mishandling or theft by obtaining bonding for all employees and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	
7	<b>OAA – 315(b)(4)(E)</b> <b>IAC 17-6.14(1)(e)</b> Contributions Expand Service	OAA - Use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received under OAA. IAC - Use all contributions to expand the service for which such contribution is given. Nutrition service providers shall use all contributions to increase the number of meals served.	<input type="checkbox"/>	<input type="checkbox"/>	
8	<b>OAA 339(1)</b> <b>IAC 17-7.12(6)</b> Dietitian	OAA - A State that establishes and operates a nutrition project under this chapter shall – Utilize the expertise of a dietitian or other individual with equivalent education and training in nutrition science, or if such an individual is not available, an individual with comparable expertise in the planning of nutritional services. IAC - Each AAA must utilize the services of a licensed dietitian to provide technical assistance in nutrition program management and to ensure that the project provides meals that comply with the RDA/AI.	<input type="checkbox"/>	<input type="checkbox"/>	
9	<b>OAA 339 (2)(A)(i-iii)</b> <b>IAC 17-7.17(1)</b> <b>IAC 17-7.17(2)</b>	OAA – A State that establishes and operates a nutrition project under this chapter shall –	<input type="checkbox"/>	<input type="checkbox"/>	

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	<b>IAC 17-7.14(1)(a-c) Meal Requirements &amp; Postings</b>	<p>(i) Comply with the most recent Dietary Guidelines for Americans, published by the Secretary and the Secretary of Agriculture, and</p> <p>(ii) Provide to each participating older individual—</p> <p style="padding-left: 40px;">(I) a minimum of 33 1/3 percent of the dietary reference intakes established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the project provides one meal per day,</p> <p style="padding-left: 40px;">(II) a minimum of 66 2/3 percent of the allowances if the project provides two meals per day, and</p> <p style="padding-left: 40px;">(III) 100 percent of the allowances if the project provides three meals per day, and</p> <p>(iii) to the maximum extent practicable, are adjusted to meet any special dietary needs of program participants.</p> <p>IAC - All menus shall be planned for a minimum of four weeks, computer analyzed to ensure 33 1/3 percent of the RDA/AI is provided in each meal, certified in writing by the licensed dietitian whose services are utilized by the AAA, and submitted to the department for review at least two weeks prior to the initial use of the menu. For purposes of audit, AAA shall keep copies of the certified menus on file for a period of one year</p>			
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		<p>IAC - All certified menus shall be posted in a conspicuous location in each congregate meal site and regularly provided to home-delivered meal recipients. The certified menus may be modified occasionally if the provisions of rule 17—7.15(231) are maintained and a licensed dietitian or nutrition director is consulted prior to the change.</p> <p>IAC - Each meal served by the nutrition services provider, whether at a congregate meal site, home-delivered or elsewhere, must comply with the current Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture, and provide to each participating older individual:</p> <ul style="list-style-type: none"> <li>a. A minimum of 33 1/3 percent of the RDA/AI as established by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences, if the program provides one meal per day;</li> <li>b. A minimum of 66 2/3 percent of the allowances if the program provides two meals per day; and</li> <li>c. One hundred percent of the allowances if the program provides three meals per day.</li> </ul>			
10	<b>OAA 339 (2)(B)</b> <b>Meal Design Flexibility</b>	Provides flexibility to local nutrition providers in designing meals that are appealing to program participants.	<input type="checkbox"/>	<input type="checkbox"/>	

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11	<b>OAA 339 (2)(C) OAA 339 (2)(E) IAC 17-7.19(2) Meals in Transit Limitations / Closest Proximity</b>	OAA - Encourages providers to enter into contracts that limit the amount of time meals must spend in transit before they are consumed. OAA - Provides that meals, other than in-home meals, are provided in settings in as close proximity to the majority of eligible older individuals' residences as feasible IAC – Provide a site in as close proximity to the majority of eligible individual's residences as feasible, preferably within walking distance, or where transportation is available.	<input type="checkbox"/>	<input type="checkbox"/>	
12	<b>IAC 17-7.12(2) Meal Site Location</b>	The AAA shall determine the best location for nutrition services within the planning and service area at least once during the long-range plan development cycle. The needs of the community will be considered in determining the locations for nutrition services	<input type="checkbox"/>	<input type="checkbox"/>	
13	<b>OAA 339 (2)(D) Intergenerational Meal Programs</b>	Where feasible, encourages joint arrangements with schools and other facilities serving meals to children in order to promote intergenerational meal programs	<input type="checkbox"/>	<input type="checkbox"/>	
14	<b>OAA 339(2)(F) IAC 17-7.6 Compliance with health &amp; safety requirements</b>	OAA - Comply with applicable provision of State or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service and delivery of meals to an older individual. IAC - A recipient of any award from the department for a facility housing a program or service shall comply with all applicable state and local health, fire, safety, accessibility, building,	<input type="checkbox"/>	<input type="checkbox"/>	

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		<p>zoning, and sanitation laws, ordinances and codes including:</p> <ol style="list-style-type: none"> <li>1. Rules of the state fire marshal adopted pursuant to Iowa Code chapter 17A, which apply to the occupancy type of the facility;</li> <li>2. Applicable requirements for accessibility of the facility to persons with disabilities, including but not limited to provisions of the state of Iowa building code, the federal Americans with Disabilities Act, federal Fair Housing Act and related regulations; and</li> <li>3. Provisions of any local building code in force in the jurisdiction in which the facility is located and any provisions of the state of Iowa building code which apply statewide. If the facility is located in a jurisdiction in which no local building code is in force, the facility shall comply with the state of Iowa building code in its entirety.</li> </ol>			
15	<b>OAA 339(2)(G) Solicit Advice &amp; Expertise</b>	<p>Ensures that meal providers solicit the advice and expertise of—</p> <ul style="list-style-type: none"> <li>(i) a dietitian or other individual described in paragraph (1),</li> <li>(ii) meal participants, and</li> <li>(iii) other individuals knowledgeable with regard to the needs of older individuals.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<b>OAA 339 (2)(H) IAC 17-7.20(2) Meal Offerings to Volunteers</b>	<p><b>OAA</b> - Ensures that each participating area agency on aging establishes procedures that allow nutrition project administrators the option to offer a meal, on the same basis as meals</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<b>Congregate Meal Sites</b>	provided to participating older individuals, to individuals providing volunteer services during the meal hours, and to individuals with disabilities who reside at home with older individuals eligible under this chapter. IAC - Individuals providing volunteer services during meal hours are eligible to participate in congregate nutrition services.			
<b>17</b>	<b>OAA 339 (2)(I)</b> <b>IAC 17-7.20(1)</b> <b>IAC 17-7.20(3)</b> <b>IAC 17-7.20(4)</b> <b>IAC 17-7.20(5)</b>  <b>Meal Offerings Eligibility</b>  <b>Congregate Meal Sites</b>	OAA - Ensures that nutrition services will be available to older individuals and to their spouses, and may be made available to individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided IAC - A person aged 60 or older and the spouse of the person, regardless of age, are eligible to participate in congregate nutrition services IAC - Individuals with disabilities who reside at home or reside with and accompany eligible older individuals are eligible to participate in congregate nutrition services. IAC - Individuals with disabilities who are not 60 years of age or older and who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided are eligible to participate in congregate nutrition services. IAC - Ineligible individuals may eat at a site and pay the programmatic cost of the meal, if the	<input type="checkbox"/>	<input type="checkbox"/>	



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		ineligible individual's receipt of the meal does not deprive an eligible participant of a meal.			
18	<b>OAA 339 (2)(J)</b> <b>IAC 17-7.12(4)(c)</b> Nutrition Screening, Education, Assessment. Counseling	OAA - Provides for nutrition screening and nutrition education, and nutrition assessment and counseling if appropriate. IAC - Provide nutrition screening and counseling as appropriate and nutrition education services to address assessed needs.	<input type="checkbox"/>	<input type="checkbox"/>	
19	<b>OAA 339 (2)(K)</b> Medical Information to Home Bound	Encourages individuals who distribute nutrition services under subpart 2 to provide, to homebound older individuals, available medical information approved by health care professionals, such as informational brochures and information on how to get vaccines, including vaccines for influenza, pneumonia, and shingles, in the individuals' communities,	<input type="checkbox"/>	<input type="checkbox"/>	
20	<b>OAA 339 (2)(L)</b> Use of Locally Grown Foods	Where feasible, encourages the use of locally grown foods in meal programs and identifies potential partnerships and contracts with local producers and providers of locally grown foods.	<input type="checkbox"/>	<input type="checkbox"/>	
21	<b>OAA 339A</b> Proper Use of Nutrition Funds	Payments made by a state agency or an AAA for nutrition services (including meals) may not be reduced to reflect any increase in the level of assistance provided under Section 311.	<input type="checkbox"/>	<input type="checkbox"/>	
22	<b>IAC 17-7.2</b> Service Delivery – Contract for Nutrition Services	If the requirements of 17—Chapter 6 are met, each AAA may contract for service delivery or provide services directly. All applicable terms, procedures and specifications of the department shall be followed contingent upon the source of funding under the Act. At a minimum, the	<input type="checkbox"/>	<input type="checkbox"/>	

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		contract for nutrition services shall include nutrient requirements for meals; food safety, including time limits for transporting food; use of project income; length of contract; cost per unit; participant evaluation surveys as available; and performance requirements to ensure accountability and monitoring.			
<b>23</b>	<b>IAC 17-7.12(1)(a) Meals &amp; Nutrition Services</b>	Provide meals and other nutrition-related services, including outreach and education to older individuals.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>24</b>	<b>IAC 17-7.12(1)(b) Information &amp; Referral Services</b>	Provide information and referral services, health and human service counseling, recreation activities, and access to nutrition services to participants when services are needed.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>25</b>	<b>IAC 17-7.12(1)(c) Congregate Meal Site Activities</b>	Provide activities of interest to older individuals on each day the congregate meal site is open including a monthly nutrition education program under the supervision of a licensed dietitian if the nutrition education provides medically oriented information.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>26</b>	<b>IAC 17-7.12(2) Assessment of Need</b>	The AAA shall determine the best location for nutrition services within the planning and service area at least once during the long-range plan development cycle. The needs of the community will be considered in determining the locations for nutrition services	<input type="checkbox"/>	<input type="checkbox"/>	
<b>27</b>	<b>IAC 17-7.12(3) Inspection of congregate nutrition sites</b>	All congregate nutrition sites shall be inspected by the department of inspections and appeals and shall have a current food service	<input type="checkbox"/>	<input type="checkbox"/>	

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		establishment (restaurant) license posted in the congregate nutrition site.			
<b>28</b>	<b>IAC 17-7.12(4)(a) Nutrition Funds</b>	The AAA shall ensure that nutrition funds are used to: Provide at least one meal per day in a congregate nutrition site or provide home-delivered meals based upon a determination of a participant's need.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>29</b>	<b>IAC 17-7.12(4)(b) Other Nutrition Services</b>	Provide other nutrition services to ensure that the maximum number of eligible older individuals, with emphasis on the frail, those with greatest social and economic need, and the isolated, shall have the opportunity to participate.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>30</b>	<b>IAC 17-7.12(5) Food assistance program.</b>	The AAA and nutrition services providers shall assist participants in taking advantage of benefits available to them under the food assistance program by providing current information to participants in both the congregate and home-delivered meals programs. Nutrition services providers shall be certified to accept food assistance as contributions for meals.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>31</b>	<b>IAC 17-7.12(7)(a) Procedures Food Handling</b>	The AAA shall develop procedures to: Ensure that food service personnel, both paid and volunteer, conform to hygienic food handling techniques and to standards given in the current edition of "Center for Food Safety and Applied Nutrition—Food Code" published by the U.S. Food and Drug Administration;	<input type="checkbox"/>	<input type="checkbox"/>	

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32	<b>IAC 17-7.12(7)(b) Food Handling Training</b>	Provide for ongoing training on safety, hygienic food handling and sanitation for both volunteer and paid food service personnel.	<input type="checkbox"/>	<input type="checkbox"/>	
33	<b>IAC 17-7.12(7)(c) Job Descriptions &amp; Standards</b>	Ensure that food service personnel, both paid and volunteer, are provided with job descriptions and standards of performance which shall be evaluated annually; and	<input type="checkbox"/>	<input type="checkbox"/>	
34	<b>IAC 17-7.12(7)(d) Use of Remaining Food</b>	Regulate the use of foods remaining after serving at congregate meal sites.	<input type="checkbox"/>	<input type="checkbox"/>	
35	<b>IAC 17-7.15 Food Standards</b>	The AAA or contractor shall, when purchasing food and preparing and delivering meals, comply with all state and local health laws and ordinances concerning preparation, handling and serving food.	<input type="checkbox"/>	<input type="checkbox"/>	
36	<b>IAC 17-7.15(1) Written Procedures</b>	Each AAA shall establish and implement written procedures, in consultation with a licensed dietitian, on handling foods prepared for a meal but not served. The procedures shall address which foods may be saved, which foods need to be destroyed, and instructions on cooling and storing foods for reuse.	<input type="checkbox"/>	<input type="checkbox"/>	
37	<b>IAC 17-7.15(2) Consumption Safe</b>	All raw fruits and vegetables and other foods utilized shall be free from spoilage, filth or contamination and must be safe for human consumption.	<input type="checkbox"/>	<input type="checkbox"/>	
38	<b>IAC 17-7.15(3) Non Commercially Prepared Foods</b>	Foods prepared, canned or preserved non commercially shall not be used.	<input type="checkbox"/>	<input type="checkbox"/>	
39	<b>IAC 17-7.15(4) Nutrient Quality &amp; Quality of Meals</b>	Standardized, tested quantity recipes, adjusted to yield the number of servings needed, shall be	<input type="checkbox"/>	<input type="checkbox"/>	

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		used to achieve the consistent and desirable nutrient quality and quantity of meals.			
<b>40</b>	<b>IAC 17-7.16 Food-borne Illness</b>	The AAA shall develop written procedures for handling suspected cases of food-borne illnesses. The contractor shall report the occurrence or suspected occurrence of a food-borne illness to the AAA within 12 hours. The AAA shall notify the department within 12 hours after the AAA becomes aware of the situation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>41</b>	<b>IAC 17-7.18(1) (a -b) Special dietary needs Criteria</b>	The AAA shall ensure that special dietary needs of program participants are met where feasible and appropriate, including the particular requirements arising from the health, religious, or ethnic backgrounds of eligible participants. The following criteria shall be used to determine feasibility and appropriateness: a. Sufficient numbers of older individuals who have special dietary needs exist to make the provision practical; b. Skills and food necessary to provide the special menus are available.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>42</b>	<b>IAC 17-7.18(2) Special Dietary &amp; Therapeutic Menus</b>	Special dietary and therapeutic menus must be planned under the supervision of a licensed dietitian in accordance with a current diet manual approved by the department. Certified menus must be submitted to the department at least two weeks prior to the initial use of the menus.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>43</b>	<b>IAC 17-7.18(3) Physician Order</b>	A written physician's order for each older individual requesting a therapeutic diet shall be	<input type="checkbox"/>	<input type="checkbox"/>	

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		obtained prior to the older individual's receipt of the meal and kept on file where the meal is prepared and served. The order shall be interpreted by a licensed dietitian and the individual's physician.			
<b>44</b>	<b>IAC 17-7.19(1) Congregate Nutrition Services</b>	In providing nutrition services or in making awards for congregate nutrition services, the AAA shall: Select and designate as a site any location where meals are served in a group setting with federal AOA nutrition funds or contributions from an AOA federal nutrition program, or both;	<input type="checkbox"/>	<input type="checkbox"/>	
<b>45</b>	<b>IAC 17-7.19(3) Hot Meals</b>	Provide for hot or other appropriate meals at least once a day, five or more days a week. In a county where there is a site providing meals five or more days a week, additional sites may be established which provide meals one or more days a week. Efforts shall be made and documented to the department annually to increase the number of serving days to a minimum of three days each week;	<input type="checkbox"/>	<input type="checkbox"/>	
<b>46</b>	<b>IAC 17-7.19(4) IAC 17-7.21(3)(c) Meals on Holidays, Weather &amp; Emergencies</b>	IAC - Coordinate with other community providers to arrange meals for older individuals on holidays that occur on regularly scheduled serving days and also to the general public in weather- and disaster-related emergencies, where feasible. IAC - Make arrangements for the availability of meals to older individuals in weather- and disaster-related emergencies, where feasible	<input type="checkbox"/>	<input type="checkbox"/>	

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47	<b>IAC 17-7.21(1) Home Delivered Meals Eligibility</b>	An older individual who is homebound by reason of illness, incapacitating disability or other cause is eligible to receive home-delivered meals. Regardless of age or condition, the spouse of an older individual may receive home-delivered meals if receipt of the meal is in the best interest of the homebound older individual under criteria set by the AAA.	<input type="checkbox"/>	<input type="checkbox"/>	
48	<b>IAC 17-7.21(2)(a) Eligibility</b>	The AAA or the home-delivered meals contractor, subject to AAA approval, shall establish and utilize procedures for the determination of an older individual's eligibility for home-delivered meals, including specific criteria for:  Initial assessment of the older individual's eligibility;	<input type="checkbox"/>	<input type="checkbox"/>	
49	<b>IAC 17-7.21(2)(b) Need for Meals</b>	Determination of the number of days per week the older individual has a need for home-delivered meals; and	<input type="checkbox"/>	<input type="checkbox"/>	
50	<b>IAC 17-7.21(2)(c) Need for Nutrition Services</b>	Determination of the older individual's need for other home-delivered nutrition services.	<input type="checkbox"/>	<input type="checkbox"/>	
51	<b>IAC 17-7.21(3)(a) Requirements for providers.</b>	The AAA or contractor shall: Provide for home-delivered meals at least once a day, five or more days a week;	<input type="checkbox"/>	<input type="checkbox"/>	
52	<b>IAC 17-7.21(3)(b) Frequency of Need</b>	Provide for home-delivered meals to participants according to the frequency of need determined by procedures required in subrule 7.21(2). Meals may be hot, cold, frozen, dried,	<input type="checkbox"/>	<input type="checkbox"/>	

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		canned or supplemental foods with a satisfactory storage life;			
53	<b>IAC 17-7.21(3)(d) Supportive Services for Homebound</b>	Provide other nutrition and supportive services either directly or through referral to meet the need of the homebound older individual;	<input type="checkbox"/>	<input type="checkbox"/>	
54	<b>IAC 17-7.21(3)(e) Monthly Nutrition Education</b>	Provide monthly nutrition education for home-delivered meal recipients, to include safe food handling of the delivered meals every six months;	<input type="checkbox"/>	<input type="checkbox"/>	
55	<b>IAC 17-7.21(3)(f) Imminent Danger</b>	With the consent of the older individual or the older individual's representative, bring to the attention of appropriate officials for follow-up conditions or circumstances which place the older individual or the household in imminent danger. The AAA shall coordinate with other agencies to provide services to the homebound older individual to reduce dependency and cultural, social and geographic isolation caused by noneconomic factors.	<input type="checkbox"/>	<input type="checkbox"/>	
56	<b>IAC 17-7.22 Noncompliance</b>	When a grantee fails to meet the nutrition requirements as provided in this chapter, the department shall follow procedures outlined in 17—Chapter 4.	<input type="checkbox"/>	<input type="checkbox"/>	
57	<b>IAC 17-7.23 Requirements for opening or closing congregate nutrition sites</b>	The AAA shall notify the department, via electronic mail or other written notification, within 30 days of the AAA's opening, relocating, or terminating a nutrition site. The notification must include: 1. Reasons for the action; 2. Impact on eligible individuals;	<input type="checkbox"/>	<input type="checkbox"/>	



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		3. Impact on nearby meal sites; and 4. Impact on provision of nutrition-related services.			
58	<b>IAC 17-7.24</b> Evaluation of sites.	The AAA shall conduct on-site evaluations on an annual basis. The reports of these evaluations shall be kept on file for three years and shall include any areas that need additional monitoring or corrective actions.	<input type="checkbox"/>	<input type="checkbox"/>	
59	<b>IAC 17-7.24(1)</b> Minimum Compliance	At a minimum, the evaluation shall include the site's compliance with: a. Food acquisition, handling and safety standards; b. The requirement for the RDA/AI as established in this chapter; c. Food quality and acceptability (appearance, taste, temperature and smell); d. Services provided in addition to meals, such as nutrition education and counseling as appropriate, social opportunities and other activities.	<input type="checkbox"/>	<input type="checkbox"/>	
60	<b>IAC 17-7.24(2)</b> Self Assessment	The AAA shall provide each site a tool to guide food service personnel in a self-assessment to be conducted at midpoint between AAA on-site evaluations. This evaluation shall be conducted to document program compliance and to analyze areas for ongoing monitoring. The self-assessment reports shall be kept on file for three years.	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Nutrition Service Incentive Payment (NSIP)</b>					
<b>61</b>	<b>OAA Sec 311 (d)(4) Nutrition Services Incentive Program</b>	Each State agency and title VI grantee shall promptly and equitably disburse amounts received under this subsection to recipients of grants and contracts. Such disbursements shall only be used by such recipients of grants or contracts to purchase domestically produced foods for their nutrition projects.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>62</b>	<b>17-7.13(8) Cash Limitations</b>	An AAA that receives cash in lieu of commodities shall spend all cash received from the AOA to purchase agricultural food items.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>63</b>	<b>IAC 17-5.2(4) IAC 17-7.13(2) AAA Allotment</b>	IAC - Each area agency on aging shall receive a portion of the NSIP allotment to the department based on the proportion of an area agency on aging's eligible meals related to the total of NSIP – eligible meals for all area agencies on aging. IAC - The department shall allocate all food, cash or the combination of food and cash received from AOA to AAA based on each AAA's proportion of the total number of meals served to eligible recipients in the state.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>64</b>	<b>IAC 17-7.13(1) Agreement to Receive Commodities</b>	The AAA shall have an agreement with the department to receive commodities, cash or a combination of commodities and cash.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>65</b>	<b>17-7.13(3) 7 CFR §250</b>	The AAA shall comply with the requirements of 7 CFR §250, June 3, 1988, for participation in the AOA program.	<input type="checkbox"/>	<input type="checkbox"/>	

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Evidence Based Programs					
66	<b>OAA Sec 361(a)</b> <b>IAC 17—7.11</b>  <b>Evidence Based Disease Prevention &amp; Health Promotion Services and Information</b>	<p><b>OAA</b> - The Assistant Secretary shall carry out a program for making grants to States under State plans approved under section 307 to provide evidence-based disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home delivered meals programs, or at other appropriate sites. In carrying out such program, the Assistant Secretary shall consult with the Directors of the Centers for Disease Control and Prevention and the National Institute on Aging.</p> <p><b>IAC</b> - AAA shall use Title 3D funds to provide disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home delivered meal programs, or at other appropriate sites.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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Health Promotion and Disease Prevention Services					
67	<b>OAA 330(3) IC 231.66 Nutrition &amp; Health Promotion Program</b>	<p><b>OAA</b> - To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.</p> <p><b>IC</b> - A nutrition and health promotion program shall be administered by the department, in accordance with the requirements of the federal Act, including congregate and home-delivered nutrition programs, nutrition screening, nutrition education, nutrition counseling, and evidence-based health promotion programs to promote health and well-being, reduce food insecurity, promote socialization, and maximize independence of older individuals.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
68	<b>IAC 17-6.10(19) Procedures Manual</b>	A procedures manual shall be developed and kept current by the AAA. The manual shall, at a minimum, establish procedures to be followed in: Offering health promotion activities and information to eligible individuals.	<input type="checkbox"/>	<input type="checkbox"/>	

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**Section II: Program/Service/Area/Contract Performance**

Addresses achievements, goals, challenges, and needs.

#	Topic	Question(s)	Response(s)
1	<b>Program Goals</b>	What are the goals of the nutrition and evidence based programs?	
2	<b>Achievements</b>	Describe the nutrition and evidence based program achievements over the past year.	
3	<b>Challenges</b>	Are there barriers or challenges that the nutrition and evidence based programs are experiencing?	
4	<b>Technical Assistance</b>	Are there areas in which the nutrition and evidence based programs would benefit from additional technical assistance?	

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**Section III:**

**Home Delivered Meal Visit**

Observations	Comments

**Congregate Meal Site Visit**

Observations	Comments